



# Medical Assistant – Certified or Registered – FULL TIME, PART TIME, ON CALL

Medical Assistants are responsible for preparing patients prior to being attended to by the Provider (e.g. completing encounter sheets on patient charts, taking patient vitals, interviewing patients to ascertain reason for being in the clinic.) Responsible for performing tests, including but not limited to glucose checks, veni puncture and immunizations and procedures on patients as authorized by Medical Director or Provider. Assists in examination and treatment of patients under direction of Provider by performing the following duties.

**Essential Duties and Responsibilities** include the following:

Assists with patient admission from clinical waiting area to treatment room. Greets patient and escorts to the examination room.

Prepares and interviews patient; obtaining all necessary information including but not limited to vital signs and chief complaints.

Responds to routine health inquiries; directs complicated inquiries to providers or manager as appropriate.

Obtains information from patient or family to assist with treatment plans.

Checks treatment room inventory on a routine basis; requisitions needed supplies and materials. Stocks and cleans patient rooms on a daily basis.

Sets up treatment rooms, according to procedures to be performed; lays out sterilized instruments and assists provider during procedures.

Collects and prepares laboratory specimens and performs routine laboratory tests, as requested by Provider; disposes of contaminated supplies and sterilizes medical instruments.

**Education and/or Experience:** High School Diploma required. One year related experience and/or training preferred. Bilingual (English and Spanish) preferred.

**Certificates, Licenses, Registrations:** Current Medical Assistant certification or registration is required. Cardiopulmonary Resuscitation and Basic Life Saving certification is required. Previous experience in community health is preferred.

**Other Skills and Abilities:** Ability to speak Spanish is highly desirable. Ability to work with a culturally and economically diverse patient population.

**Other Qualifications:** Must be available to work any and all hours as scheduled. These include but are not limited to: 3 – 12 hour shifts, 4 – 10 hour shifts, evenings and weekends or any combination thereof in order to meet the requirements of the organization to serve our patient population. May be required to assist at other Family Health Center locations. Must have adequate transportation.

**How to Apply:** Please apply on our [website](#)

**Contact Information:**

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